

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

2 JUL 1963

1. Orientation of Summer-Only Employees

The orientation of summer-only employees is designed to provide them with general information about the Agency and the requirements and conditions of their employment.

a. As a part of their entrance on duty processing by the Office of Personnel, they are briefed on the following points:

- (1) Leave policies and procedures
- (2) Pay, income tax, and social security
- (3) Ineligibility of summer-only employees for hospitalization and life insurance plans
- (4) Performance standards; importance of jobs performed. (Summer-only jobs may be routine and sometimes boring but they meet a real need.)

b. Security Briefing: Later in the day, summer-only employees are taken to headquarters building for "badging" and receive a security indoctrination covering the following subjects:

- (1) Need-to-know principle
- (2) Talking with unauthorized persons
- (3) Cover (some parents are in covert status)
- (4) Avoiding embarrassment to the Agency
- (5) Concern about exploitation
- (6) Contact with representatives of news media
- (7) Physical security
- (8) Handling classified materials
- (9) Restrictions on outside activities
- (10) Summary of importance of security

(NOTE: New summer-only employees receive a more detailed briefing on these points at a later session.)

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c. Agency Orientation: The Office of Training also provides a three-hour lecture covering the following subjects:

- (1) The nature of the intelligence field, past and present
- (2) The creation of CIA and its history
- (3) The functions of CIA and their importance
- (4) Relationship of CIA to the President, the National Security Council, and the intelligence community
- (5) The personal rewards of service with CIA
- (6) An introduction to international communism

2. Processing of Retirement Records

We asked the CSC Retirement Bureau for a current report on the elapsed time between the date of an Agency employee's separation and the receipt of his retirement record by the Civil Service Commission. In supplying the data reported below, the Director of CSC's Bureau of Retirement and Insurance commented that the recent record "demonstrates remarkable progress":

Date of CSC Registers	Time Elapsed From Date of Separation to Receipt in CSC			
	<u>Under 30 days</u>	<u>30-60 days</u>	<u>60-90 days</u>	<u>Over 90 days</u>
1-1-62 - 6-30-62	8	107	335	291
7-1-62 - 12-31-62	24	396	209	155
1-1-63 - 5-31-63	69	401	80	141
5-1-63 - 5-31-63	21	58	5	10

3. Insurance Premiums

Last spring, when premium increases were announced for the health insurance available to civil service annuitants, it was predicted that the rates for employees would also go up at the beginning of the next contract year (November). However, Blue Cross/Blue Shield and Aetna, underwriters for the general plans have agreed to hold their present rates through October 1964. It is reported that premiums for some employee union plans will be increased. As you know, we do not foresee an increase for GEHA and it is possible, according to highly informal and unofficial discussion with Mr. Ruddock at CSC, that we may be able to obtain broader psychiatric coverage without a premium increase. (Any change in coverage or premium requires CSC approval.)

4. Quality Step Increases

Three recommendations were processed during the week bringing the total to 50. The AD/CR withdrew the three nominations which had been returned for further consideration in the previous week.

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5. [REDACTED]

At the request of the Executive Director, we have written a letter to [REDACTED] along the lines indicated by General Carter.

6. White House Seminar Program for Summer Employees

Following my discussion with you, I notified Mrs. Davies that our employees would not participate in the 1963 program. I also advised her that we had decided against distributing our recruitment brochures to the young people who did participate.

7. Early Retirement Bill

Our bill was introduced last week as HR 7216. Legislative Counsel has ordered 200 copies. Mr. [REDACTED] delivered a briefing book for use at the hearing to General Carter; he said that General Carter seemed satisfied with his explanation of the contents. General Carter indicated that he would personally review the book during the week of 1 July. In the meantime, Mr. [REDACTED] is obtaining two additional case studies.

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The next production job on the bill is to prepare an unclassified version of the statement of Explanation and Justification. We are preparing this for coordination with the Director of Security and the Legislative Counsel. We also reproduced 20 copies of the Sectional Analysis for the Committee staff.

I talked to the DD/P Personnel Officers at their regular meeting last Thursday about the bill and used the briefing book extensively. The bill was also a principal part of my lecture at the Clandestine Services Review course last Wednesday. In both presentations, I received an interested reception and did not encounter evidence of opposition among those present.

9. Electronic Piano for Chorale

The Chorale's Director has demonstrated for us the electronic piano purchased from the "club fund." The tone of this instrument is very similar to that of a piano and its keyboard range should be sufficient for most accompaniments. Its advantages are light weight (40 pounds), mobility (it packs into an oversize suitcase carrier), and the ability to plug in an amplifier when greater volume is required.

10. Manpower Control and Utilization

As a result of last Tuesday's manpower meeting, chaired by the Executive Director and attended by representatives of this office and the

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Office of the Comptroller, we are preparing two reports: one on the various controls which are now in effect or prescribed in Agency regulations and one on our T/O procedures.

11. PAMA Insurance

As of late Friday (30 June being the closing date for headquarters personnel), about 900 applications had been received. Judging from the volume of applications in the closing days of the open period, many interested people waited until the last minute to apply.



/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

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